

**COUNTY OF LOS ANGELES- DEPARTMENT OF MENTAL HEALTH
AUGUSTUS F. HAWKINS MENTAL HEALTH CENTER**

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION
COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

INTERMEDIATE TYPIST CLERK

Augustus F. Hawkins Mental Health Clinic is recruiting to fill an Intermediate Typist Clerk position. This position requires answering phones, data entry, registering of clients and flexibility.

EXAMPLES OF DUTIES:

- Reconcile and run various IS Report.
- Enter Units of Services, Group, MAA and COS into the IS.
- Opening and Closing client records in the IS:
- Updating the Single Fixed Point of Responsibility.
- Assist with the Registering of Clients when needed.
- Entering prescriptions and follow up any pats problems when needed.
- Assist with Medical Records when needed
- Operates personal computer (Microsoft Word, Excel, Outlook, etc.)
- Checks documents for completeness, accuracy and compliance and other requirements.
- Assumes responsibility as assigned for performing other special duties related to the overall operation of the program, i.e.

DESIRABLE QUALIFICATIONS:

1. Good written and oral communication skills
2. Strong interpersonal skills
3. Strong computer knowledge
4. Ability to multitask

Individuals holding the title of Intermediate Typist Clerk should **fax** their resume, last two master time cards, and last two (2) Performance Evaluations on or before June 16, 2012.

For Additional Information Please Contact:
Sharon Williams (310) 668-4622
Cherese Closure (310) 668-4801

Fax: (310) 898-3485
1720 East 120th Street, CA 90059

AN EQUAL OPPORTUNITY EMPLOYER